



**Proposal to California High-Speed Rail Authority**  
**Recruitment of Chief Executive Officer**

Full recruitment (i.e. all services described below):

**Professional Fee: \$16,500**

**Reimbursable expenses: up to \$6,000;** for brochure development, ad placement, marketing, consultant travel, long distance phone charges, copies, mailings, etc.

- Solicit input from Board and Authority staff to develop candidate profile and garner additional information necessary to launch the recruitment for a new CEO
- Develop draft ad and brochure texts
- Place ads in agreed upon sources
- Cause brochure/job announcement to be finalized (soft copy only)
- Receive all resumes and acknowledge receipt thereof
- Respond to inquiries from applicants and potential applicants
- Keep client posted on recruitment progress
- Conduct aggressive outreach by initiating contact with potential applicants and with referral sources (solicit names of quality potential candidates from high-level executives of the major transportation agencies nationwide)
- Complete initial screening of resumes. Identify candidates to be further considered.
- Conduct preliminary screening interviews by phone to assess candidates interest in the position, leadership/management style, long-term career plans etc.
- Submit "Client Report" (Includes resumes, summary of resumes, notes, overview)
- Meet with Board to discuss the report and the results of the screening interviews in order to allow the Board to narrow the list to an appropriate number to interview as finalists
- Extend invitations to finalists for final interviews and send them a confirming letter
- Prepare an "Evaluation Manual" to be used by the Board during final interviews
- Be present on the day of final interviews to facilitate the finalist interview process, greet candidates and help coordinate activities
- Notify all candidates of their standing
- Conduct background checks and reference checks on top finalist(s)
- Assist in negotiating a compensation package, if requested

---

**Reimbursable expenses range includes background checks on up to two finalists.**